



## Request for City Council Action from the Office of City Clerk

Date: February 7, 2014

To: The Honorable Barbara A. Johnson – President  
& Members

Subject: Designation of Interim Assistant City Clerk

Recommendation: Confirm the designation of Jacqueline Hanson as Interim Assistant City Clerk.

Prepared by: Casey Joe Carl 612/673-3765 Approved by: Presenters in Committee: Casey Joe Carl, City Clerk
---

**Background:** Pursuant to Minneapolis City Charter [Chapter 3 §6], the City Clerk is authorized to appoint an Assistant City Clerk, subject to confirmation by the City Council, who may exercise the powers, duties, and responsibilities of the City Clerk. The City Clerk will be out of office for an extended period; therefore, he will be unavailable to attend to certain prescribed duties, including those related to the certification and publication of official actions taken by the City Council. To provide appropriate coverage for these duties, the City Clerk is appointing Jacqueline Hanson as interim Assistant City Clerk and requests confirmation of the same by City Council.